

**281—48.3(78GA,ch1013) Program requirements.** An approved school to career program shall comply with the following requirements:

1. An initial notice of intent to conduct a certified program, filed by the participant's high school with the department of education.
2. Participation of a public or private secondary school, postsecondary institution, and one or more employers.
3. An agreement developed and agreed to by all entities participating in the program. The agreement shall identify the program sponsor and describe the roles and responsibilities of each of the entities and other administrative issues as required by Iowa Code chapter 28E.
4. Program's standards and required performance levels of participants approved by the employer(s).
5. Specific career field content and related academic instruction during the junior and senior year of the secondary component and the (one or two years) of postsecondary component.
6. Paid employment at a base wage for each participant beginning no earlier than the participant's junior year in high school and ending no later than the fall after the participant's second year of postsecondary education.
7. Not less than a two-year work commitment provided for the participant following the participant's completion of the program.
8. A mentor assigned by the employer in the career field of the participant.
9. Compliance with all state and federal laws pertaining to the workplace.
10. Instruction in health and safety related to the career field and industry the participant is preparing to enter.
11. A program evaluation component for gathering data that can be utilized to improve the program and report the impact of the program to members of the public.
12. Assessment services that are utilized to determine the supportive services (including remedial instruction) needed for each participant to successfully complete the program.
13. Recruitment strategies that encourage the full participation of all participants who desire to enter the career field that the program is preparing the participant to enter regardless of gender, race, ethnicity or disability.
14. An individual training plan developed for each participant and agreed to by the participant, public or private secondary school, postsecondary institution and sponsoring employer. The plan shall include, but not be limited to, the following: identification of the parties involved; statement of program purposes; career field of the participant; duration of the training period; time schedule of work; classroom instruction, including internships; beginning wage; employer responsibilities; school and teacher responsibilities; participant responsibilities; parent/guardian responsibilities; name, date of birth, age, address, and telephone number of participant; signatures of participant, parent/guardian where applicable, employer, and teacher; accident and liability insurance provisions; rotation across all work processes of the career field; causes for imposition of penalties or other disciplinary action; nondiscrimination statement; schedule of special training sessions provided by employer; tasks to be learned and performed on the job; employer-established performance and academic standards; safety instruction; schedule of specific job-related and academic instruction; and assessment and evaluation process and timeline.
15. An approval process which requires an assurance that the individual plan will be developed and monitored.